

# HUMANE SOCIETY OF HARLINGEN

## JUNIOR VOLUNTEER POLICY

Effective June 1<sup>st</sup>, 2014, the Humane Society of Harlingen will be requiring any volunteers under the age of **16** to be accompanied by an adult while volunteering in the shelter or at any events sponsored by the shelter. The adult may supervise two volunteers at a time. This policy is in place to protect your children while they are performing volunteer activities.

The parents and children will be **REQUIRED** to attend a volunteer class prior to being allowed to volunteer at the shelter. This will apply to current as well as new volunteers. In order to be able to accommodate these classes, there will be a sign up prior to the class being scheduled.

Volunteer hours are on a call-in basis, so please verify there is room **PRIOR** to arrival at the Humane Society of Harlingen (956) 425-7297.

Humane Society  
of Harlingen  
Adoption Central



P.O. Box 1884, 1106 Markowsky Ave. Harlingen, TX 78550  
(956) 425-PAWS

Junior Volunteer Parent Letter

Dear Parent,

Your child has requested volunteer status with the Humane Society of Harlingen. This is a generous undertaking for any young person and we thank you for allowing him/her to perform this service. We ask all volunteers be no younger than 14 years of age. Also, we require volunteers to call in to the shelter prior to coming in. That way our shelter staff will be expecting them.

It has been our experience that many young people do not realize that their time at the shelter will be spent performing work, and that they will get hot and thirsty. Since your child will not be in air conditioning most of the time, we suggest that you send along a cool drink which can be stored in our refrigerator. We limit volunteer shifts to two hours because we are aware of the heat and do not want to discourage volunteers. Also, please be aware that our phone lines are in almost constant use and we ask that volunteers use the phone for emergencies only. For this reason it is important that you know your child's schedule and that drop-off and pick-up times be arranged in advance.

We will be teaching responsible work habits along with other skills which he/she can use at home and at school. Most importantly your child will learn that even if a person must endure some discomfort while helping a needy fellow creature, that there is no greater reward in like to give oneself!

Sincerely,  
Frank Quinones  
Shelter Manager

\_\_\_\_\_  
Junior Volunteer Name (**PLEASE PRINT**)

Phone # \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / Zip Code

Emergency Contact if parent cannot be reached:

\_\_\_\_\_  
Phone # \_\_\_\_\_

Date: \_\_\_\_\_

# Humane Society of Harlingen (HSH) Volunteer Application

Thank you for your interest in the HSH. We are in need of volunteers to work at the shelter, as well as assist with special events, projects and off-site adoptions. All volunteers will receive training as necessary.

Print name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Occupation/Field of work: \_\_\_\_\_ Retired? \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Mailing address (include zip code): \_\_\_\_\_

E-mail address: \_\_\_\_\_

What is the best way to reach you?  Home phone  Cell phone  E-mail (I check regularly.)

Days & hours available:  weekdays  evenings  weekends Please specify: \_\_\_\_\_

Hobbies and interests: \_\_\_\_\_

Current pet(s): \_\_\_\_\_

**I am interested in the following volunteer opportunities:**

- Volunteering at shelter** (We are open seven days a week. Animals are available for adoption in the afternoon.) This is an opportunity for direct animal contact and/or to work with the Public:
  - clerical (filing, adoption followups, phones, etc.)
  - adoptions (showing animals, answering questions, screening candidates)
  - animal care and enrichment (exercise/play/bathing/TLC)
  - shelter maintenance (minor repairs & improvements/landscape improvements, etc.)
- Working on a committee(s) and/or special projects(s)** *Ideal for volunteers unavailable during regular hours. Many projects can be done from home and during off-hours. Self-starters welcome!!*
  - fundraising (planning, organizing)  volunteer committee (recruitment, training, scheduling)
  - event planning  quarterly newsletter (contributor/advertising/articles, etc.)
  - community education  special projects/new programs
  - grant writing  HSH Web page maintenance (computer skills helpful)
  - Pet Smart adoptions (Sat.)  media (coordinate information and advertising with local media as directed)
  - donation bank maintenance
- Other volunteer opportunities**
  - in-home fostercare: (  ) cats/kittens (  ) dogs/puppies (**Volunteers needed urgently!**)
  - animal transportation (vet appointments, Pet Smart adoptions, etc.)
  - presenting pets on TV news shows at noon (  **Wednesdays, and/or**  **Thursdays** )
  - miscellaneous shelter errands (must have own transportation)
  - other (Please specify): \_\_\_\_\_
- Please ask me about becoming a future board member.**

Skills, shelter or animal care experience: \_\_\_\_\_

We welcome your viewpoint. *What specific concerns do you have regarding animals in our community?*

Take or mail your completed application to: Humane Society of Harlingen, 1106 Markowsky Ave., Harlingen, TX 78550 Phone #: 956-425-PAWS (7297)

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## VOLUNTEER INFORMATION

1. Please sign in when you arrive and sign out as you leave. If you are asked questions about animals or adoptions by the public, please refer them to a shelter employee.
2. All dogs must be walked on a daily basis, and after walking be sure you complete the walking card. This is the only way we can be sure that every dog has been outside. When walking do not let one dog come in contact with another, that contact could spread disease. Walk each dog at least 10 minutes.
3. Dogs and puppies need to be bathed on a regular basis-one of the employees will show you how to use mineral oil in the eyes before starting the bath. No young puppies are dipped in flea and tick dip.
4. Make sure that the area you were working in is clean before you leave to do another task. As a volunteer the work you do not reflects on the shelter but on you as a volunteer.
5. Laundry is done daily-please fold towels, and reload the dryer.
6. Office help includes- stamping envelopes, making adoption folders etc.
7. Please check with the manager if there are cans to be crushed.
8. Doors and windows need to be cleaned, ask the shelter staff about the use of appropriate cleaning materials.

**Appropriate attire is required at all times you are volunteering at the shelter. No muscle shirts, tank tops, short shorts, and no sandals. This is to ensure your safety.**

If you come across anything you are unsure of—ask questions! This is how you can learn the correct procedures. Report any bite or injury you receive while at the shelter to the manager immediately.

*Thank you for volunteering your time and service it is very much appreciated.*